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March 6, 2003

VIA ELECTRONIC MAIL

MEMORANDUM

To: All Reclamation Employees

From: William E. Rinne /S/
Director, Operations

Subject: Effective Immediately, New Process and Procedure for Briefing Papers

As you are aware, we are frequently asked for the Secretary, Assistant Secretary and the Commissioner to provide briefing papers on a variety of Bureau of Reclamation topics. Our goal is to provide accurate and clear information in a concise and timely manner.

In order to achieve this goal, and make it as simple as possible for you, we have done two things. First, we have developed a simplified format to be used for all briefing papers regardless of who they are for. Effective immediately, all papers submitted should be in the attached format. This will allow us to provide a consistent look for Reclamation, while offering all of the necessary information in an easy-to-read template.

Second, we have developed a new procedure for requests for briefing papers. All requests for briefing papers for the Department, including those for the Secretary, Assistant Secretaries, and the Commissioner, should come through Ms. Dana Mishoe, Public Affairs Specialist, in the Washington Office. If you receive a request from someone other than Dana, please contact her to coordinate. She can be reached by phone, at 202 513-0683 or by e-mail at dmishoe@usbr.gov. If for any reason, Ms. Mishoe is unavailable, contact Mr. Kip White, Public Affairs Office, at 202-513-0684.

I appreciate your cooperation in implementing these changes. If you have any questions regarding briefing papers, please feel free to contact me or Ms. Mishoe.

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